



DISASTER ASSISTANCE PROGRAMS SPECIALIST II

California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PROMOTIONAL EXAMINATION for the employees of the Governor's Office of Emergency Services

HOW TO APPLY

Applications (Std, form 678, Rev. 12/2001) are available and may be filed by mail or in person with:

Mail to:
Governor's Office of Emergency Services
Exams – Human Resources Unit
3650 Schriever Avenue
Mather, CA 95655

or

Hand Deliver to:
Governor's Office of Emergency Services
Exams – Human Resources Unit
3650 Schriever Avenue
Mather, CA 95655

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE: June 16, 2006

Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. Postal Service (i.e., personally delivered) or received via interoffice mail must be RECEIVED BY 5:00 p.m. on the final filing date.

NOTE: Use of OES metered mail is prohibited AND faxed applications will not be accepted.

All applications/resumes must include: "to" and "from" dates (month/day/year); time base; dates of range changes; and class title. "From" and "to" dates must NOT include any break in service (e.g., leave of absence). Applications received without this information will be rejected because of incomplete information.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examinations.

QUALIFICATIONS APPRAISAL – It is anticipated that the interviews will be held during **July 2006**.

SALARY: \$4222 - \$5096

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Governor's Office of Emergency Services, as of the final filing date, in order take this examination. (Applicants who qualify under Government Codes 18990 and 18992 may also apply).

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Governor's Office of Emergency Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

DISASTER ASSISTANCE PROGRAMS SPECIALIST II
UA45-8030 5OE05

FNAL FILING DATE: June 16, 2006

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year experience in the California state service performing the duties of a Disaster Assistance Programs Specialist I, Range B

Or II

Experience: Three years of broad and progressively responsible experience performing technical duties with disaster assistance programs. **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

OR III

Experience: Three years of broad and progressively responsible experience in a field related to field inspections documenting damages; construction and/or repairs of roads, bridges, sewers, multistory buildings, and related infrastructures, **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Driver License Requirement – Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

Special Personal Characteristics – Demonstrated ability to be flexible and a willingness to work effectively under adverse conditions; tact and professional demeanor; travel for extensive periods at any time emergencies arise, including weekends and holidays; and work odd hours and long shifts.

THE POSITION

This is the advanced journey level of the series. The Disaster Assistance Programs Specialist II is a dual function class which serves as either a lead person over a designated unit of the organization or as a technical program expert in a designated area of professional/academic knowledge.

Positions exist in Sacramento, Redding and Eureka; however appointments may be made Statewide.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Qualifications Appraisal – Weighted 100%**SCOPE:****A. Knowledge of:**

1. Construction management and engineering principles.
2. Local, State and Federal building codes.
3. State and Federal regulations.
4. Environmental and historic laws.
5. Risk assessment and analysis.
6. Accounting principles and estimating techniques.
7. Mitigation and environmental planning techniques and principles.
8. Methods of program report preparation and program reporting techniques.
9. Grant writing techniques.
10. Organization and operations of local, State and Federal disaster assistance programs.

11. Methods and procedures of local government and State organizations.
12. Public administration.
13. Basic computer skills.
14. Project monitoring techniques.
15. Technical report writing and interpretation
16. Personnel management practices, and methods and techniques of effective leadership.
17. Principles and practices of building construction, engineering, and design, and/or urban infrastructure construction, engineering, and design.
18. Emergency management systems.
19. Hazard mitigation, environmental planning and engineering.
20. Goals and objectives of the disaster assistance and recovery programs.
21. Eligibility criteria under state and Federal disasters.
22. State and Federal project compliance review.

B. Ability to:

1. Interpret applicable codes, laws, rules, regulations, and policies.
2. Analyze situations accurately, and take effective action.
3. Reason logically.
4. Analyze data and effectively present ideas.
5. Communicate effectively.
6. Establish and maintain cooperative working relationships with various agencies and all persons contacted in the disaster assistance programs.
7. Analyze complex cases and multiple tasks.
8. Track multiple projects.
9. Edit documents.
10. Interpret and implement regulations and policies.
11. Interpret, apply and develop policy proposals and procedures.
12. Participate in assigned programs effectively with groups and agencies to gain cooperation in disaster assistance program issues.

Candidates who do not appear for the interview will be disqualified.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Governor's Office of Emergency Services, Selection Services Unit at (916) 845-8324 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Governor's Office of Emergency Services.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in pen nonpromotional is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veteran's preference points are on the Veterans Preference Applications (form 10923) which is available from the State Personnel Board, written test proctors, the Governor's office of Emergency Services, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DT/P (Rev. 04/06)

**Governor's Office of Emergency Services,
3650 Schriever Avenue, Mather, CA 95655
Testing Information – (916) 845-8324 or (916) 845-8329
California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929 - Voice Phones: 1-800-735-2922**